Research the Company

- Research the company with whom you are interviewing. Nothing impresses an interviewer more than a candidate that knows about the company. It shows that you have initiative.

Be Punctual

- Get there on time. The importance of punctuality can not be stressed enough. Plan to arrive about 15 minutes early. It shows your regard for the interviewer's time. If you have to wait, use the time to go over your notes.

Dress Professionally

- It shows that you cared enough about the interviewer and the company to present yourself in a professional manner. In today's work place, many companies do not have a strict dress code, however during the interview you should err on the side of formality.

Practice

- Practice makes perfect. All of the information that you obtained about successful interviewing will be wasted if you do not put it into practice. It is very important that you practice your responses. Have a friend go over the questions with you until you are able to answer them promptly without stuttering.

Give the interviewer a firm handshake:

- Even if the interviewer is a woman and you are a man, a firm handshake makes a good first impression. Nobody likes a limp handshake, however be mindful and do not crush the person's hand either.
- While shaking hands, introduce yourself and keep eye contact at all times.

Smile

- Nothing is worse than an interviewee who looks depressed or indifferent. Would you want to work with someone who is always depressed?

Maintain eye contact

- You are confident about yourself and your capabilities. Relay that. Do not stare out of the window or fiddle with your pencil. The interviewer is talking to you or you to him. Be attentive.

Speak clearly

- Do not mumble. It portrays a lack of confidence.

Listen before you answer questions

- Make sure you have understood the question. If you do not, ask him/her to clarify it. Take a second, then answer.

Give brief answers

- Answer promptly and intelligently. However, when asked yes or no questions, elaborate.

Complete the application thoroughly

- For salary requirements put negotiable, unless specified not to do so. Then put the salary range for your profession with your experience.

Ask the interviewer questions

- Even if he does not ask you “Do you have any questions,” ask him anyway. Two-thirds of your questions should be prepared.
The Don'ts of Interviewing

Don’t be dishonest
- If an employer asks you if you have experience or knowledge in a particular area and you do not – tell them you do not. This will most likely not disqualify you from being hired, however being caught in a lie most certainly will.
- Once you have acknowledged that you don’t know you can turn your answer into a positive by discussing a related area in which you have experience or by describing traits that make you a fast learner and even examples of times when you have had to learn a new subject in a short amount of time.

Don’t ramble
- Keep your answers short and too the point.

Don’t chew gum
- It will distract the interviewer and leave them with a bad impression of your professionalism. Do not chew gum before the interview either as you may forget to remove it.

Don’t smoke
- Don’t smoke before an interview.

Don’t put on too much cologne or perfume
- Be mindful of fragrances—some people have allergies or are sensitive to fragrance

Don’t refuse a job offer during interview
- Don’t ever refuse a job offer or communicate disinterest in an employer or a position during an interview. Keep your options open and give yourself time to think about the information you receive in an interview. Your opinion may change upon reflection!

Send the interviewer a written formal thank you within 24 hours of the interview. Follow up by phone or email two weeks after the indicated response time. Thank the interviewer for their time.